

HRIS – Human Resources Information Solution

RESOURCE GUIDE:

TRANSACTIONS & BALANCES



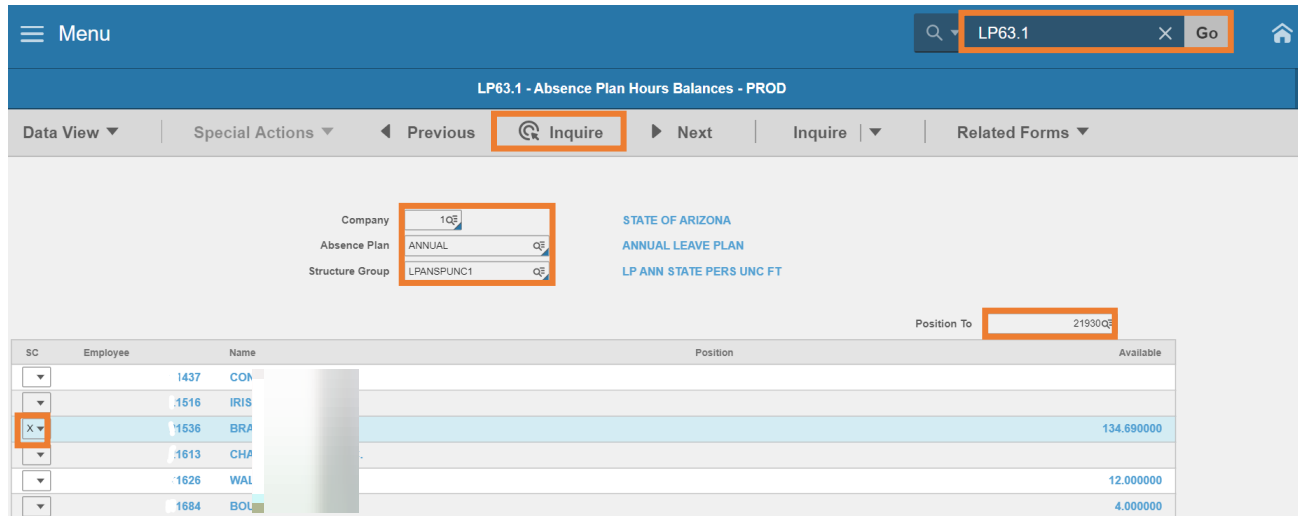
TRANSACTIONS & BALANCES

Table of Contents

ABSENCE PLAN HOURS BALANCES LP63.1	3
EMPLOYEE PLAN BALANCE INQUIRY LP65.1	4
TRANSACTION HISTORY REPORT LP264	5
EMPLOYEE ABSENCE PLAN OR LEAVE HISTORY REPORT LP220.....	9
EMPLOYEE TRANSACTION DETAIL INQUIRY LP64.1	12
EMPLOYEE TRANSACTION SUMMARY INQUIRY LP64.2.....	14
EMPLOYEE TRANSACTION DETAIL BALANCE INQUIRY LP64.3.....	15
ANNUAL LEAVE ROLLBACK WARNING ZT202.....	16

Absence Plan Hours Balances LP63.1

Use **Absence Plan Hours Balances (LP63.1)** to view a summary of the balances from which hours can be used during a payroll cycle for all employees in a given plan structure. Hours balance amounts display for available and reserve balances, as these are the balances from which hours can be decremented based on an event entered in Absence Management.



Menu

LP63.1

Go

LP63.1 - Absence Plan Hours Balances - PROD

Data View | Special Actions | Previous | **Inquire** | Next | Inquire | Related Forms

Company: 100
Absence Plan: ANNUAL
Structure Group: LPANSPUNC1

STATE OF ARIZONA
ANNUAL LEAVE PLAN
LP ANN STATE PERS UNC FT

Position To: 2193000

SC	Employee	Name	Position	Available
	1437	CON		
	1516	IRIS		
X	1536	BR		134.690000
	1613	CHA		12.000000
	1626	WAL		4.000000
	1684	BOL		4.000000

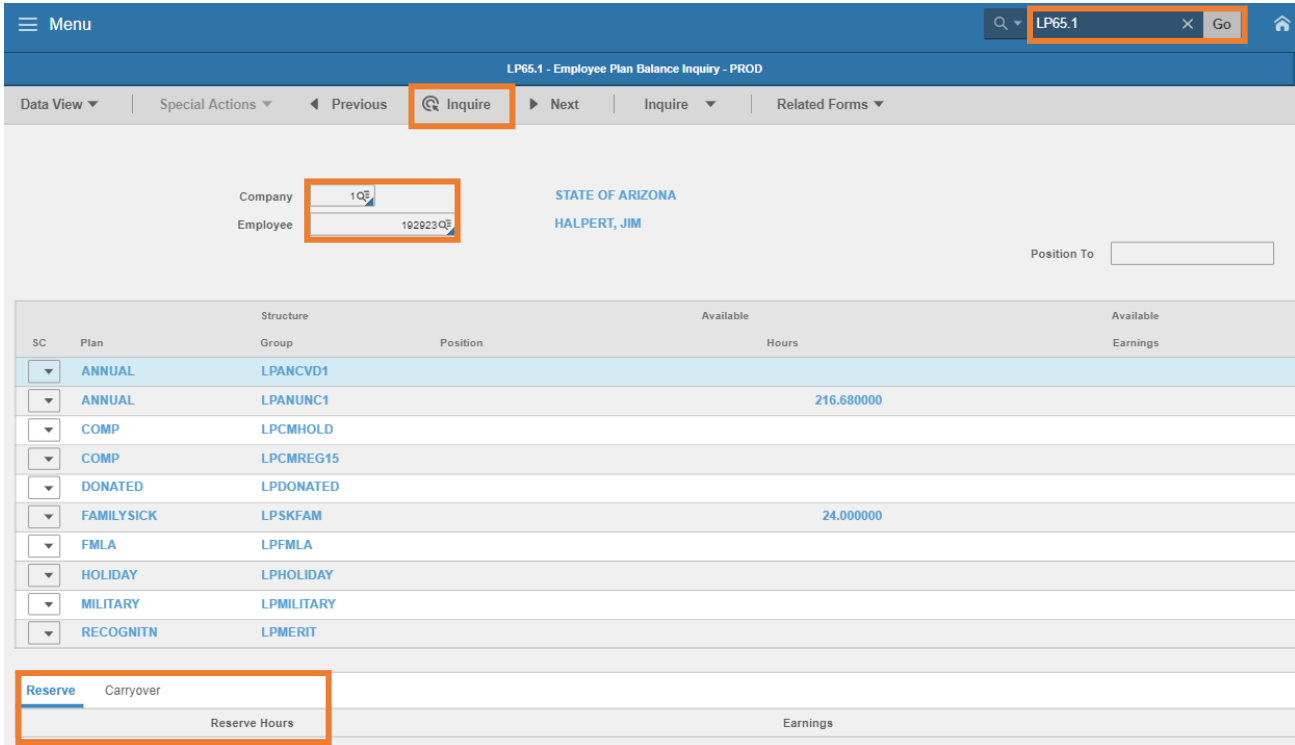
1. Type **LP63.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Absence Plan:** Select an **Absence Plan**
4. **Structure Group:** Select a **Structure Group**
5. **Position To:** Leave blank or type an **Employee Identification Number (EIN)** to jump to results beginning with the EIN
6. Click **Inquire**

Tip: To view an employee on another form

- Type an **X** in the SC field
- In the search field type a new form number, click **Go** or select the form from **Related Forms**
- The requested form appears with the **EIN** field populated
- Click **Inquire** to display the information

Employee Plan Balance Inquiry LP65.1

Use **Employee Balance Inquiry (LP65.1)** to view a summary of the available balances from all plans in which an employee is enrolled.



Menu LP65.1 X Go

LP65.1 - Employee Plan Balance Inquiry - PROD

Data View | Special Actions | Previous **Inquire** Next | Inquire | Related Forms

Company: 105 STATE OF ARIZONA
Employee: 192923 05 HALPERT, JIM
Position To:

SC	Plan	Structure	Group	Position	Available Hours	Available Earnings
▼	ANNUAL	LPANCVD1				
▼	ANNUAL	LPANUNC1			216.680000	
▼	COMP	LPCM HOLD				
▼	COMP	LPCM REG15				
▼	DONATED	LPDONATED				
▼	FAMILY SICK	LPSKFAM			24.000000	
▼	FMLA	LPFMLA				
▼	HOLIDAY	LPHOLIDAY				
▼	MILITARY	LPMILITARY				
▼	RECOGNITION	LPMERIT				

Reserve Carryover

Reserve Hours Earnings

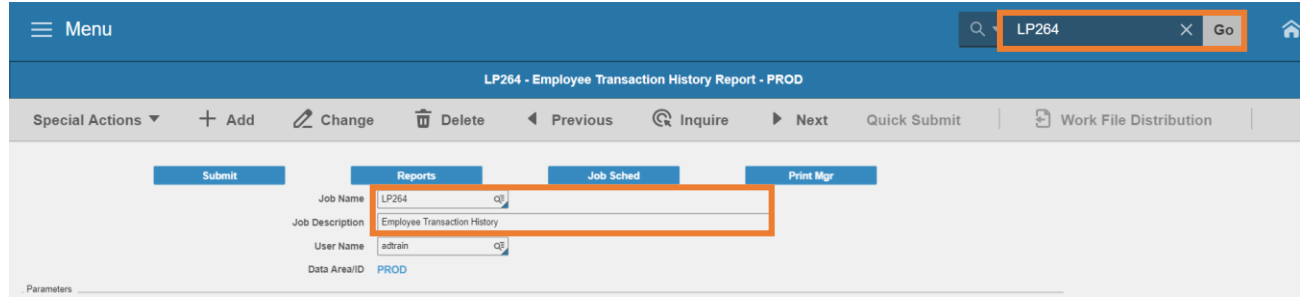
1. Type **LP65.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. Click **Inquire**

A summary of the available balances for all plans displays. If the employee has any plans with a **Reserve** or **Carryover** balance, the hours will display in these tabs.

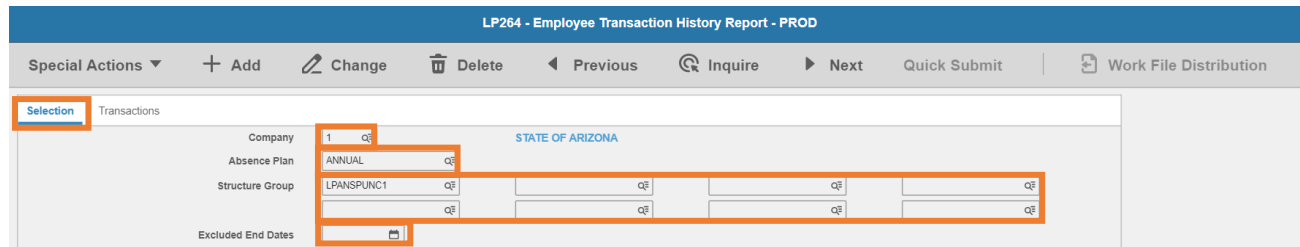
Transaction History Report LP264

Run **Employee Transaction History Report (LP264)** to print a list of the historical transactions for selected employees in a selected plan or plans. Print a detailed or summarized report, employees with ended master records can be excluded from the report if desired.

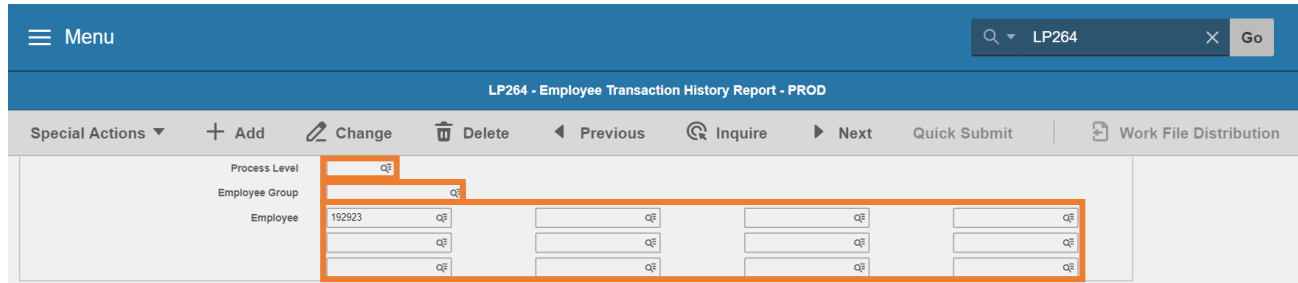
Create Report Parameters



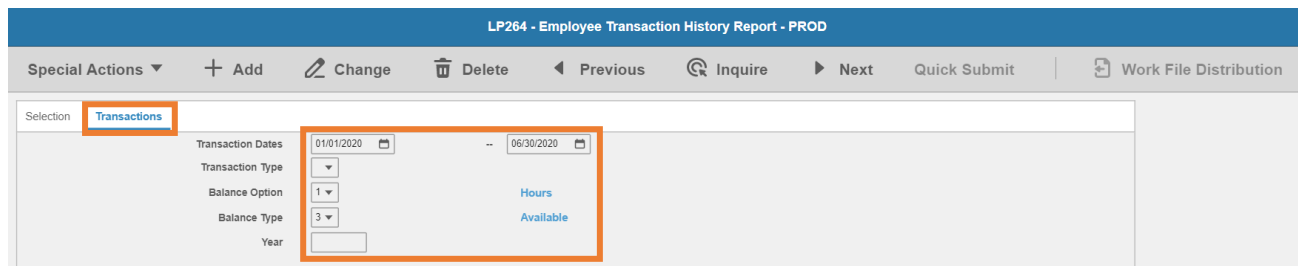
1. Type **LP264** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report



4. Click **Selection** tab
5. **Company:** Type or select **1**
6. **Absence Plan:** Select an **Absence Plan**
7. **Structure Group:** Leave blank or select up to eight **Structure Groups** to limit results
8. **Excluded End Date:** Leave blank or select a **date**
 - Date is used to **exclude** records that have a Master End Date on or before date specified
 - Leave blank to include all Absence Plan or Structure Groups with Master End Dates



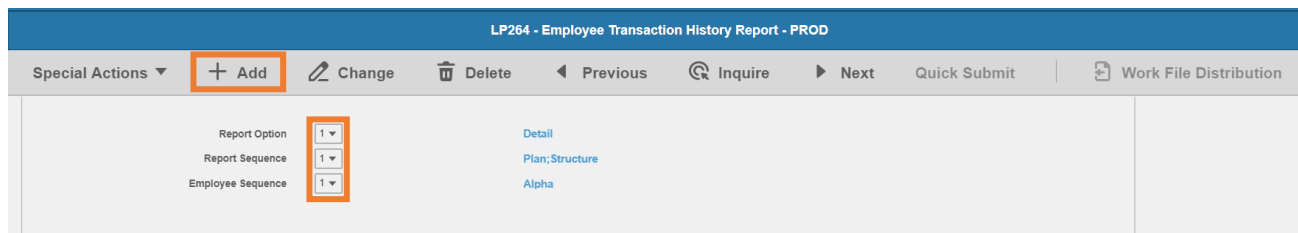
9. **Process Level:** Leave blank or select a **Process Level** to limit results
10. **Employee Group:** Leave blank or select an **Employee Group** to limit results
11. **Employee:** Leave blank or select up to twelve **Employee Identification Numbers** to limit results



12. Click **Transactions**

In order to have the report display the current Available Balance do not enter a Transactions Date Range or Year

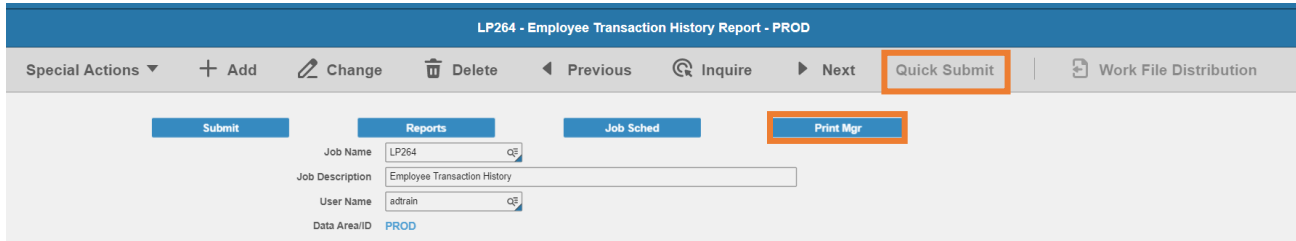
13. **Transaction Dates:** Leave blank or select a **date range** to limit results
14. **Transaction Type:** Leave blank or select a **Transaction Type** to limit results
 - If Transaction Type is selected, must use Report Option 1 in step 18
15. **Balance Option:** Select **1 Hours**
16. **Balance Type:** Leave blank or select a **Balance Type** to limit results
17. **Year:** Leave blank or type four-digit **calendar year** to limit results
 - Must type **year** if Report Option 2 is selected in step 18



18. **Report Option:** Select type of transaction information to display, **1 Detail** or **2 Summary**
19. **Report Sequence:** Select **order** in which the information will be sorted
20. **Employee Sequence:** Select a value **1** or **2**
 - Select **1** to sort report results by Employee Name
 - Select **2** to sort report results by Employee Identification Number

21. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

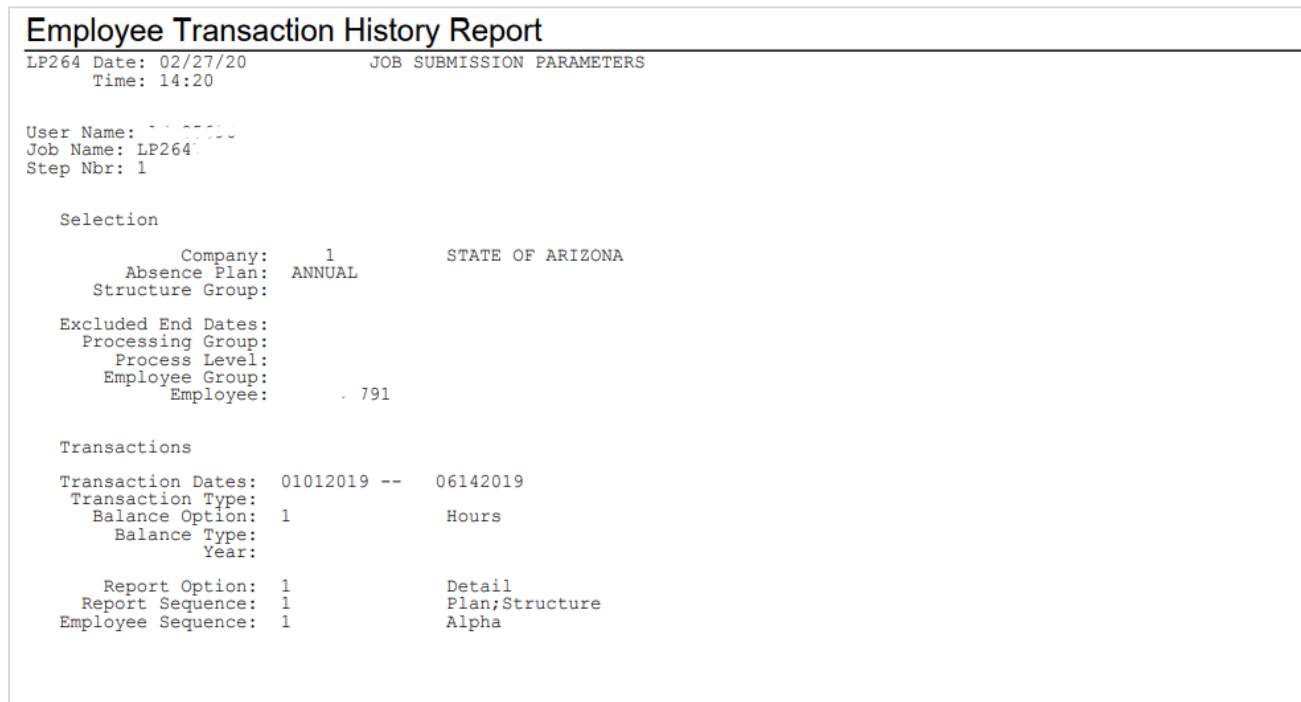


1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

Example of Report Results

Parameters Used:



Employee Transaction History Report

LP264 Date: 02/27/20 JOB SUBMISSION PARAMETERS
Time: 14:20

User Name: adtrain
Job Name: LP264
Step Nbr: 1

Selection

Company: 1 STATE OF ARIZONA
Absence Plan: ANNUAL
Structure Group:

Excluded End Dates:
Processing Group:
Process Level:
Employee Group:
Employee: 791

Transactions

Transaction Dates: 01012019 -- 06142019
Transaction Type:
Balance Option: 1 Hours
Balance Type:
Year:

Report Option: 1 Detail
Report Sequence: 1 Plan;Structure
Employee Sequence: 1 Alpha

Report Results

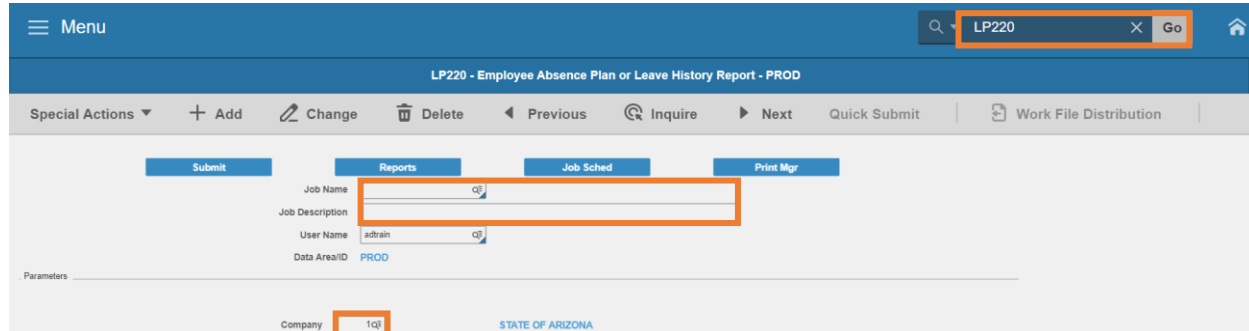
Employee Transaction History Report									
LP264 Date 02/27/20 Time 14:20		Company 1 STATE OF ARIZONA Employee Transaction History Report - Detail						Page 1	
Plan: ANNUAL Structure Group: LPANUNC1		ANNUAL LEAVE PLAN LP ANN UNCOVERED FT_6.47							
Employee	791	Plan	ANNUAL	Structure Group	LPANUNC1	Position		Reset	01/15/19
Tran Date	Description	Type	Balance	Type	Hours	Balance	Earnings	Balance	Reset Date
01/11/19	Accrual	21	6.470000			6.470000		0.000000	01/15/18
01/25/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
02/08/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
02/22/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
03/08/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
03/22/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
04/05/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
04/19/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
05/03/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
05/17/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
05/31/19	Accrual	21	6.470000			6.470000		0.000000	01/15/19
01/11/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/18
01/25/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
02/08/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
02/22/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
03/08/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
03/22/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
04/05/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
04/19/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
05/03/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
05/17/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
05/31/19	Transfer to Available	31	6.470000-			6.470000-		0.000000	01/15/19
01/11/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/18
01/25/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
02/08/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
02/22/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
03/08/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
03/22/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
04/05/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
04/19/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
05/03/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
05/17/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
05/31/19	Transfer from Accrual	33	6.470000			6.470000		0.000000	01/15/19
01/15/19	Creation of carryover balance	35	196.880000			196.880000		0.000000	01/15/19
01/04/19	ANNUAL LEAVE TAKEN	61	8.000000-			8.000000-		0.000000	01/15/18
01/11/19	ANNUAL LEAVE TAKEN	61	8.000000-			8.000000-		0.000000	01/15/18
03/01/19	ANNUAL LEAVE TAKEN	61	8.000000-			8.000000-		0.000000	01/15/19
03/04/19	ANNUAL LEAVE TAKEN	61	8.000000-			8.000000-		0.000000	01/15/19
03/05/19	ANNUAL LEAVE TAKEN	61	8.000000-			8.000000-		0.000000	01/15/19
03/06/19	ANNUAL LEAVE TAKEN	61	8.000000-			8.000000-		0.000000	01/15/19
04/19/19	ANNUAL LEAVE TAKEN	61	8.000000-			8.000000-		0.000000	01/15/19
04/29/19	ANNUAL LEAVE TAKEN	61	8.000000-			8.000000-		0.000000	01/15/19
Employee Totals									
		Accrual Balance	0.000000			0.000000		0.000000	
		Allotment Balance	0.000000			0.000000		0.000000	
		Available Balance	7.170000			7.170000		0.000000	
		Carryover Balance	196.880000			196.880000		0.000000	
		Reserve Balance	0.000000			0.000000		0.000000	

Employee Absence Plan or Leave History Report LP220

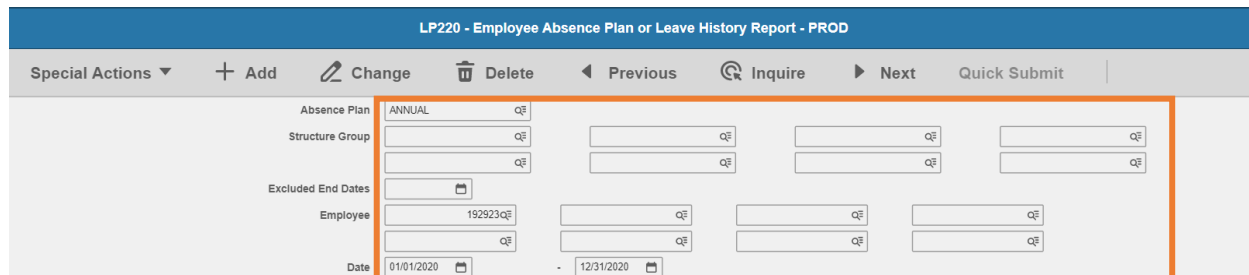
Run **Employee Plan History Report (LP220)** to print a list of employees or a listing by Plan/Structure.

The listing shows changes made to fields. In addition, the logged date or the effective date, the field, the previous field value and the new field value, along with the date stamp and user ID. Initial adds are logged with the create date, time, and user ID. Changes are logged with the change date, time and user ID. System generated changes will have a user ID of **hrismstr**.

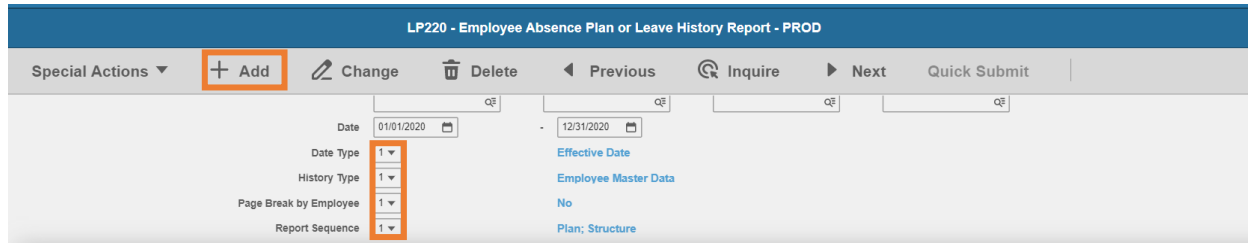
Create Report Parameters



1. Type **LP220** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**



5. **Absence Plan:** Select an **Absence Plan**
6. **Structure Group:** Leave blank or select up to eight **Structure Groups** to limit results
7. **Excluded End Date:** Leave blank or select a **date**
 - Date is used to exclude records that have a Master End Date on or before date specified
 - Leave blank to include all Absence Plan or Structure Groups with Master End Dates
8. **Employee:** Leave blank or select up to twelve **Employee Identification Numbers** to limit results
9. **Date Range:** Leave blank or select a **date range** to limit results
 - Both a beginning and end date must be entered to specify a date range



10. **Date Type:** Leave blank or select **1 Effective Date** or **2 Logged Date**

- Must select an option if a Date range is entered
- Select **1 Effective Date** to display LP31.1 Master Entry Date
- Select **2 Logged Date** to display Employee Leave of Absence XT51.1 Request Date

11. **History Type:** Select **1** or **2**

- Select **1** to display Employee Master Date LP31
- Select **2** to display Employee Leave of Absence data XT51.1

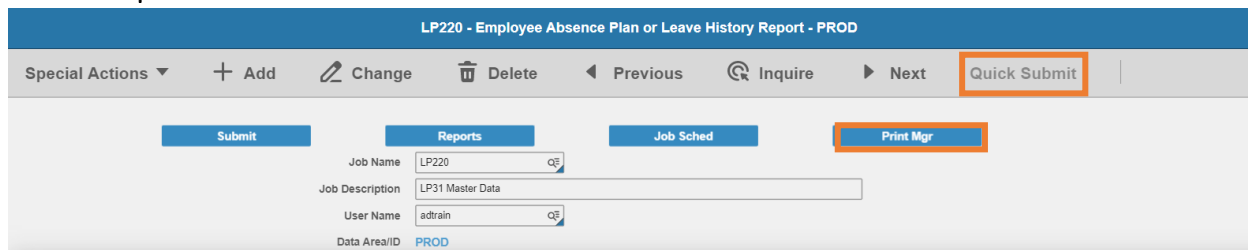
12. **Page Break by Employee:** Select **1 No** or **2 Yes**

- Select **Y** to insert a page break between each employee

13. **Report Sequence:** Select order in which the information will be sorted

14. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report







1. Click **Quick Submit**, status bar displays message **Job has been submitted**

2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Report Parameters

LP220 - Employee Absence Plan or Leave History Report - PROD

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit 

Parameters

Company 1Q8 STATE OF ARIZONA

Absence Plan HOLIDAY Q8

Structure Group Q8 Q8 Q8 Q8

Excluded End Dates Q8 Q8 Q8 Q8

Employee 192923Q8 Q8 Q8 Q8

Date Q8 Effective Date

Date Type 1 Employee Master Data

History Type 1 Yes

Page Break by Employee 2 Employee

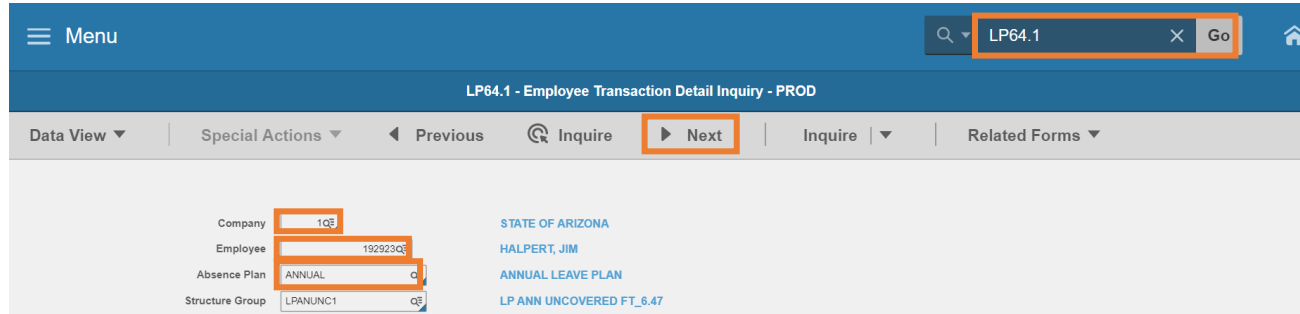
Report Sequence 2

Report Results

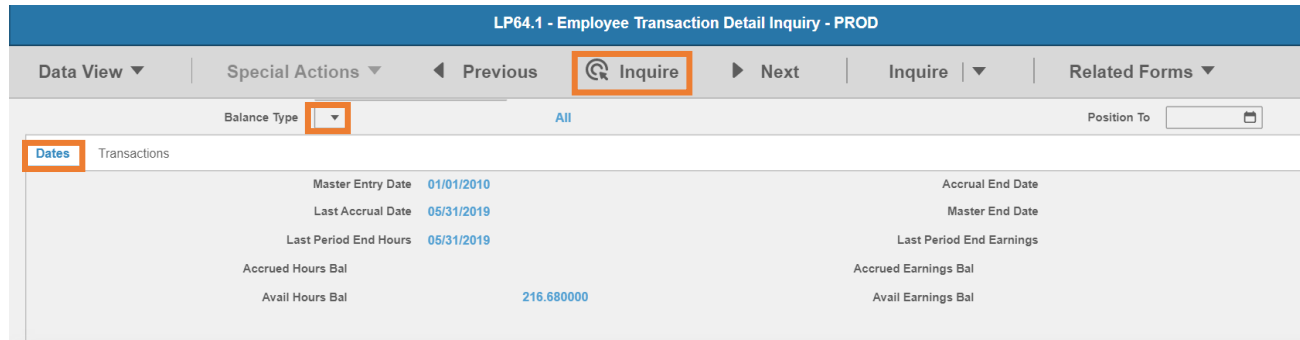
Employee Absence Plan or Leave History Report				
LP220 Date 02/27/20 Time		Company 1 STATE OF ARIZONA Employee Absence Plan History Report		
Employee 192923 HALPERT, JIM				
Absence Plan	Structure Group	Position	Master Entry	Master End
-----	-----	-----	-----	-----
HOLIDAY	LPHOLIDAY		01/01/2020	
Field Name	Previous Value	New Value	Date Change	User Id
-----	-----	-----	-----	-----
Accrual From Date		12/27/2019	02/27/20	696
Accrual Last Date		01/10/2020	02/27/20	696
Accrual Start Date		12/27/2019	02/27/20	696
Master Entry Date		01/01/2020	01/19/20	048

Employee Transaction Detail Inquiry LP64.1

Use **Employee Transaction Detail Inquiry (LP64.1)** view detailed transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record.




1. Type **LP64.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Absence Plan:** Select an **Absence Plan**
5. **Structure Group:** Select a **Structure Group** or click **Next** to scroll through Structure Groups for employee



6. **Balance Type:** Leave blank or select a **Balance Type** to limit results
7. Click **Inquire**
8. Click **Dates** tab to view current **Available Balance** and master plan dates

LP64.1 - Employee Transaction Detail Inquiry - PROD

Data View ▾ | Special Actions ▾ | ◀ Previous **Inquire** ▶ Next | Inquire ▾ | Related Forms ▾

Balance Type ▾ All Position To 04/29/2019 

Dates **Transactions**

Date	Status	Transaction Type	Amount	Type	Cycle or Hrs
04/29/2019	9	3 RETURNED FROM 000132512	4.740000	1	
04/22/2019	9	61 ANNUAL LEAVE TAKEN	8.000000-	1	
04/19/2019	9	33 Transfer from Accrual	6.470000	1	
04/19/2019	9	31 Transfer to Available	6.470000-	1	
04/19/2019	9	21 Accrual	6.470000	1	341.00
04/19/2019	9	61 ANNUAL LEAVE TAKEN	8.000000-	1	
04/05/2019	9	33 Transfer from Accrual	6.470000	1	
04/05/2019	9	31 Transfer to Available	6.470000-	1	
04/05/2019	9	21 Accrual	6.470000	1	340.00

9. Click **Transactions**

10. **Position To:** Leave blank or select a **date** to jump to transaction dates >= date

- The form may need to be cleared to get the desired results. With the cursor in the Position To field, hit **Ctrl-Shift-K** on keyboard to hide (not delete) everything from within and below that field

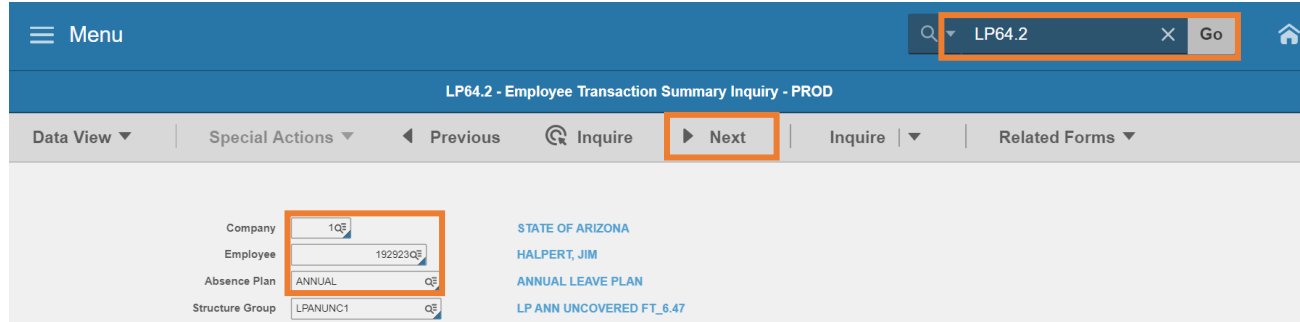
11. Click **Inquire**

The detailed transactional data will appear for the employee

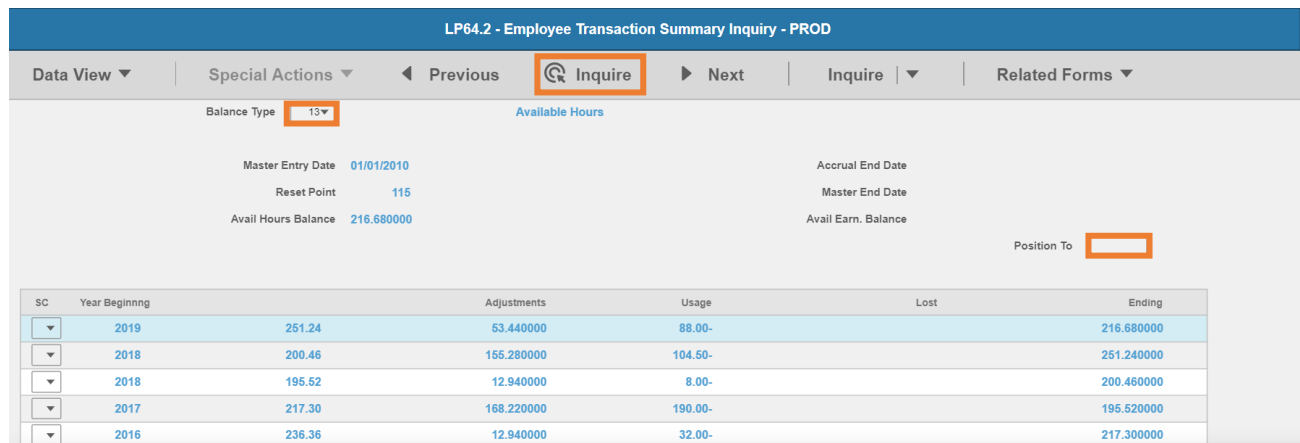
- **Date:** Date the transaction occurred
- **Status:** Blank denotes unprocessed and 9 denotes processed
- **Transaction Type:** Accrual / Allotment / Manual or if the transaction is Usage
- **Amount:** Hours amount accrued / allotted or taken
- **Type:** Always equal to 1 which means hours
- **Cycle or Hours:** Displays the number of cycles (pay periods) employee has earned

Employee Transaction Summary Inquiry LP64.2

Use **Employee Transaction Summary Inquiry (LP64.2)** to view a summary of the transactions that have been generated for an employee in a given absence plan structure. All transactions, including any that are created but not closed, are sub-totaled and displayed by type of transaction.



1. Type **LP64.2** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Absence Plan:** Select an **Absence Plan**
5. **Structure Group:** Select a **Structure Group** or click **Next** to scroll through Structure Groups for employee

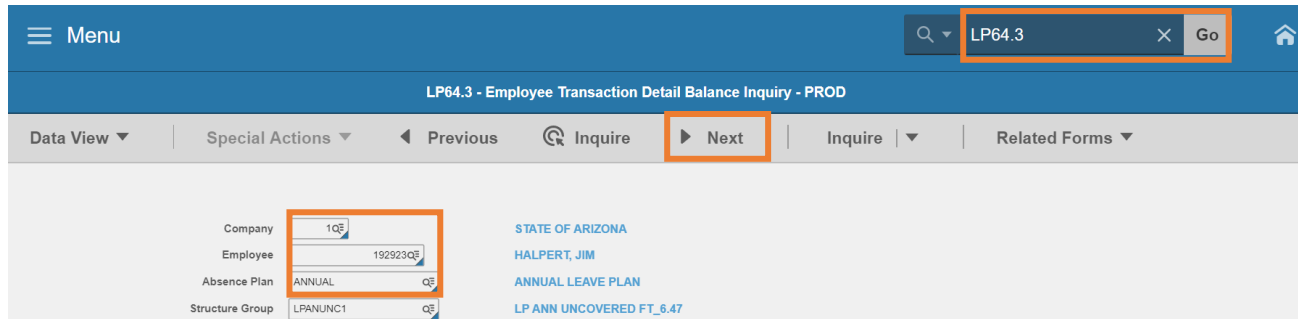


SC	Year Beginning	Adjustments	Usage	Lost	Ending
▼	2019	251.24	53.440000	88.00-	216.680000
▼	2018	200.46	155.280000	104.50-	251.240000
▼	2018	195.52	12.940000	8.00-	200.460000
▼	2017	217.30	168.220000	190.00-	195.520000
▼	2016	236.36	12.940000	32.00-	217.300000

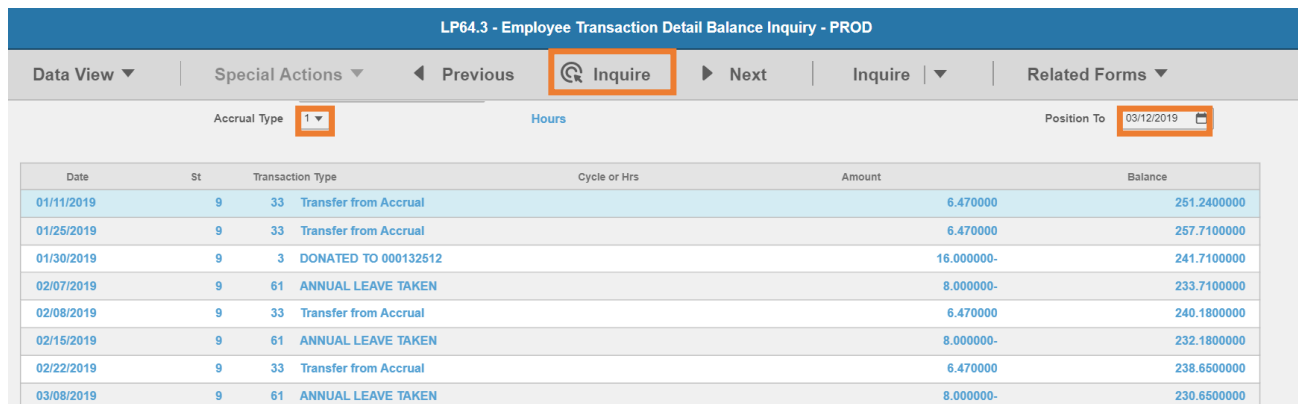
6. **Balance Type:** Leave blank or select a **Balance Type** to limit results
7. **Position To:** Leave blank to display all years beginning with the most recent or type a four-digit **calendar year** to begin with specified year
8. Click **Inquire** to display summary data for the employee:
 - **Year Beginning:** Calendar year and beginning balance
 - **Adjustments:** Accruals and manual entries
 - **Usage:** Hours used in the calendar year
 - **Lost:** Hours lost in the calendar year end excess leave roll
 - **Ending:** Ending balance for the calendar year

Employee Transaction Detail Balance Inquiry LP64.3

Use **Employee Transaction Detail Balance Inquiry (LP64.3)** to view transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record.



1. Type **LP64.3** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Absence Plan:** Select an **Absence Plan**
5. **Structure Group:** Select a **Structure Group** or click **Next** to scroll through Structure Groups for employee



Date	St	Transaction Type	Cycle or Hrs	Amount	Balance
01/11/2019	9	33 Transfer from Accrual		6.470000	251.2400000
01/25/2019	9	33 Transfer from Accrual		6.470000	257.7100000
01/30/2019	9	3 DONATED TO 000132512		16.000000-	241.7100000
02/07/2019	9	61 ANNUAL LEAVE TAKEN		8.000000-	233.7100000
02/08/2019	9	33 Transfer from Accrual		6.470000	240.1800000
02/15/2019	9	61 ANNUAL LEAVE TAKEN		8.000000-	232.1800000
02/22/2019	9	33 Transfer from Accrual		6.470000	238.6500000
03/08/2019	9	61 ANNUAL LEAVE TAKEN		8.000000-	230.6500000

6. **Accrual Type:** Leave blank to default to **Hours**
7. **Position To:** Leave blank to display oldest transactions first or select the **date** to display transactions >= date specified
8. Click **Inquire**
9. **Accruals, Usage, Manual Adjustments** and **ending Balance** after each transaction display
10. Use keyboard **Page Down** to view additional dates

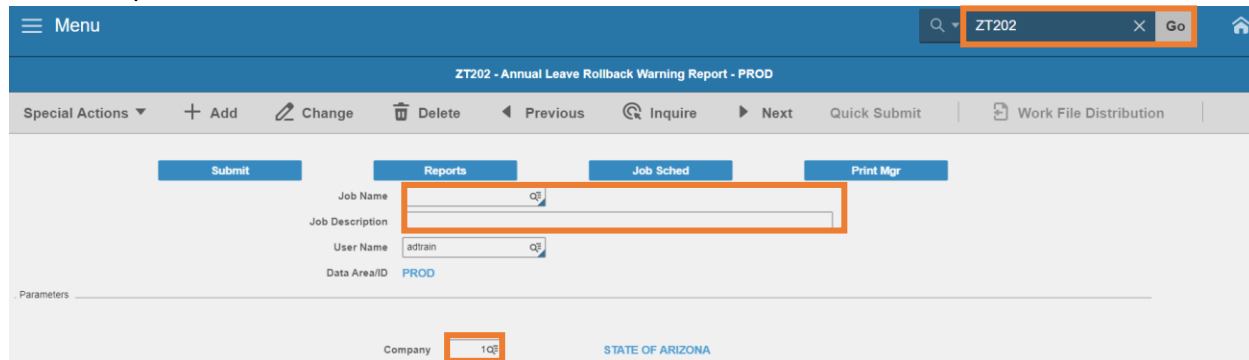
Annual Leave Rollback Warning ZT202

The State of Arizona requires that covered employees' annual leave balances not exceed 240 hours and non-covered employees' annual leave balances not exceed 320 hours at the end of each calendar year. This requirement is for all State Personnel System agencies and selected Non State Personnel System agencies that choose to participate in the Annual Leave Rollback process. See personnel rule R2-5A-B602-D for more information, as this process is governed.

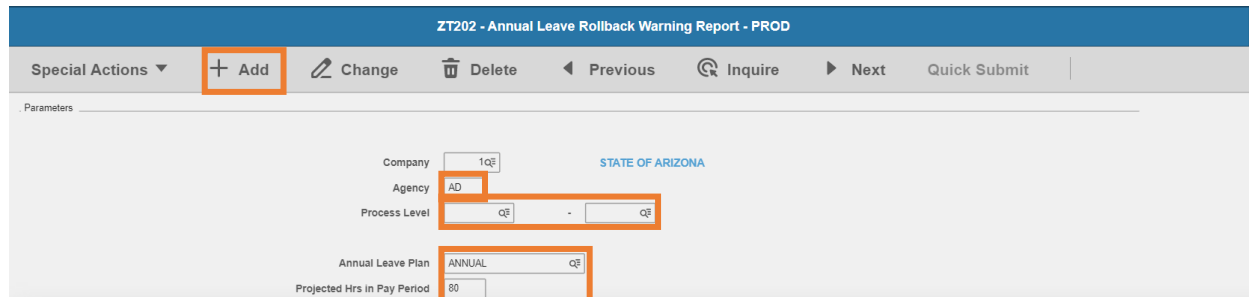
The **Annual Leave Rollback Warning (ZT202)** report identifies the employees who will have excess annual leave at the end of the calendar year. The report is ran on demand. The accrual for the final payroll (as of the last pay period that begins in a calendar year) is added after the limit is applied.

NOTE: This report calculates a projection though the end of the last payroll paid in the current year. To get the final totals, run report no later than the last day of the year.

Create Report Parameters






1. Type **ZT202** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**





5. **Agency:** Leave blank or type the two-digit **Agency Code**
6. **Process Level:** Leave blank or select the **Process Level range** to limit results. For a single Process Level, populate the Process Level in both boxes in the Process Level row
7. **Annual Leave Plan:** Select **ANNUAL**
8. **Projected Hrs in Pay Period:** Type **80** to account for 80 hours per projected pay period.
9. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

ZT202 - Annual Leave Rollback Warning Report - PROD

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

Submit
Reports
Job Sched
Print Mgr

Job Name 
Job Description
User Name 
Data Area/ID PROD

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Annual Leave Rollback Warning Report									
ZT202 Date 06/19/19 Time 10:03				Company 1 - STATE OF ARIZONA Annual Leave Rollback Warning Report					Page 1
AGENCY CODE: AD		DEPT OF ADMINISTRATION			PROCESS LEVEL: ADBSD AD-BENEFITS SERVICES DIVISION				
Employee Name	Dept	Hrly Rate	Emp Status	-----ANNUAL LEAVE-----				--TOTAL PROJECTED--	
				Cur Bal	Proj Bal	Adj	Amt	Hrs Lost	Pay Lost
	D04	38.4615	C1	309.74	400.32	80.32	3089.23	80.32	3089.23
	D02	48.0770	C1	365.64	456.22	136.22	6549.05	136.22	6549.05
	D01	40.3845	C1	386.17	476.75	156.75	6330.27	156.75	6330.27
	D01	21.1539	C1	252.75	330.31	10.31	218.10	10.31	218.10
	D03	50.4808	C1	275.24	365.82	45.82	2313.03	45.82	2313.03
Totals Process Level: AD									
Nbr of Employees:		5							
Unit Totals:		198.5577		1589.54	2029.42	429.42	18499.68	429.42	18499.68
Unit Average:		39.7115		317.91	405.88	85.88	3699.94	85.88	3699.94